

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency		Division/Unit
City of Salisbury		Police Department - Patrol
ITEM NO.	DESCRIPTION	RETENTION
1.	Daily Assignment and Training Log. -Date, sector assignment, special assignments and roll call training.	Retain 1 year, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE		SCHEDULE AUTHORIZED BY
DATE <u>8/02/06</u>		STATE ARCHIVIST
SIGNATURE <u>Allan J. Webster</u>		DATE <u>11 Dec 06</u>
TYPE NAME " <u>Allan J. Webster</u>		SIGNATURE <u>Edward C. Segerfuss Jr</u>
TITLE <u>Chief</u>		